

Michigan Department of Civil Service

# REGULATION

<b>Appointing Authority Letter Reference:</b>  CS-6940	<b>Effective Date:</b>  March 18, 2001	<b>Index Reference:</b>  Multiple Positions	<b>Regulation Number:</b>  <b>5.11</b>
<b>Issuing Bureau:</b>  Human Resource Services	<b>Rule Reference:</b>  Rule 5-3 (Compensation Schedules)		<b>Replaces:</b>  Compensation Procedure 12 (October 1, 1999)
<b>Subject:</b>  <b>COMPENSATING EMPLOYEES OCCUPYING MULTIPLE POSITIONS</b>			

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### 1. **PURPOSE**

This regulation establishes the standards and procedures for compensating employees who occupy multiple positions.

### 2. **CIVIL SERVICE RULE REFERENCE**

#### *Rule 5-3 Compensation Schedules*

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*5-3.7 Compensation from Other State Sources — A classified employee who concurrently occupies more than one position in the state service cannot be credited with more than 80 hours in pay status for any purpose, except salary. Salary is prorated and paid by each department on the basis of time actually worked for each department.*

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### 3. **STANDARDS**

A classified employee may concurrently occupy more than one position in the state service, in either the same or different departments.

- A. Limitations** — An appointing authority cannot appoint an employee from a different department or agency to a second position without first obtaining documentation from the employee's primary appointing authority allowing the employee to engage in supplemental employment.
- B. Compensation, Longevity, and Fringe Benefits** — The employee is compensated by the department for those hours worked in the department.
1. Eligibility for overtime payment is based on the number of hours worked by the employee for all departments combined.
  2. An employee cannot be credited with more than 80 hours in pay status per pay period for any purpose, except salary.
- C. Proration** — Overtime, longevity, and fringe benefits for career employees occupying positions in more than one department are prorated as follows:
1. An employee occupying a full-time position plus one or more part-time or permanent-intermittent positions.
    - a. The agency for whom the employee works full-time (primary department) compensates the employee at straight time rates for regularly scheduled shifts. All time that the employee works in the part-time or permanent-intermittent position is paid in accordance with overtime regulations.
    - b. The primary department for which the employee works full-time provides the complete longevity and fringe benefit package.
  2. An employee occupying more than one part-time or permanent-intermittent position, but no full-time position.
    - a. If the combined total number of hours the employee is regularly scheduled to work equals or is less than 80 hours a pay period:

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- (1) The employee is paid for all regularly scheduled work hours at straight time rates. An eligible employee is paid for overtime worked in accordance with regulation 5.02 by the department for which the overtime is worked.
  - (2) Each appointing authority provides longevity payment and fringe benefits in proportion to the number of regularly scheduled hours in the pay period that the employee is in pay status.
- b.** If the combined total number of hours the employee is regularly scheduled to work exceeds 80 hours:
- (1) The primary department compensates the employee at straight time rates. Those departments whose regular scheduling of the employee causes the employee to work in excess of 80 hours in a pay period must compensate the employee for such hours in accordance with regulation 5.02. The employee must be compensated for any other overtime hours worked by the department for which the overtime is worked.
  - (2) The proration of fringe benefits and longevity is made between those departments in proportion to the number of regularly scheduled hours paid at straight time rates.
- D. Use** — An employee's accrued leave balances may be used to the extent necessary for absence from scheduled work in either department or position.

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## **CONTACT**

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**NOTE:** Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.